
BOARD OF SELECTMEN – SEPTEMBER 17, 2013

I. Call to Order/Roll Call

Chairman Alex Vispoli reconvened the Special meeting of the Board of Selectmen to order at 7:02 P.M. in the Conference Room at the Robert McQuade Water Treatment Plant on Lowell Street. Roll call: Chairman Vispoli-Y and Selectmen Brian Major-Y, Mary Lyman-Y, Dan Kowalski-Y and Paul Salafia-Y. Also present: Town Manager Reginald S. Stapczynski and Human Resources Director Candace Hall. The meeting was duly posted and cable-cast live.

II. Executive Session

Chairman Vispoli called the Executive Session to order at 6:32 P.M. in the Conference Room at the Robert McQuade Water Treatment Plant. On a motion by Dan Kowalski and seconded by Paul Salafia, the Board entered into Executive Session for confidential communications with Town Counsel and Special Town Counsel to discuss litigation strategy in the case of Berberian v. Andover and that the Chairman declare that an Open Session would be detrimental to the Town's litigation strategy position and to return to Open Session. It was so declared by the Chairman. Roll call: D. Kowalski-Y, P. Salafia-Y, A. Vispoli-Y. Selectmen Lyman and Major arrived after the meeting opened. At 6:53 P.M. on a motion by Paul Salafia and seconded by Brian Major, the Board motioned to adjourn from Executive Session, to move to Open Session and not to return to Executive Session. Roll call: A. Vispoli-Y, B. Major-Y, M. Lyman-Y, D. Kowalski-Y, and P. Salafia-Y.

III. Opening Ceremonies

The Chairman asked for a Moment of Silence followed by the Pledge of Allegiance.

IV. Announcements

Selectman Major noted that the Board is behind in completing the naming of the Town House Meeting Room in Jim Doherty's memory. Paul Salafia said the design and plaque are complete, they still need to get pricing.

V. Regular Business of the Board

A. Director of Municipal Services Position

HR Director Candace Hall distributed guidelines for a Focus Group as well as the job description for the new position of Director of Municipal Services which has been advertised with a deadline of today for applications. She explained that tonight's objective is to gather and define competencies and qualities the Board sees as key components for this position. The Focus Group will be made up of stakeholders from both the Plant & Facilities Department and the Department of Public Works with members having an understanding of the position and experience required.

The Board talked about the challenges of the position and the qualities needed which included:

- Leadership – functional expertise
- Ability to delegate
- Ability to promote needs of the Department
- Extensive knowledge of public works and financial experience
- Customer Service is key – ability to present topics in layman's terms
- Possess an understanding of Andover's environment
- People skills
- Financial Skills – management and budgeting
- Expert on Project Management (concept to completion)
- Ability to delegate tasks as part of project management
- Strategic vision
- Ability to promote and develop innovative approaches for reducing costs of services (i.e. regionalization)
- Knowledge of implementing changes
- Well-rounded ~ education and experience
- Communication skills both verbal and written
- Knowledge of when and what to communicate to Town Manager and Board
- Town Meeting communication and interaction
- Practical experience
- Team player, approachable, and cross functional team player
- Comfortable working with both blue and white collar committees

Challenges:

- Prioritization of requests – sensitive to requests
- Have an understanding of what is happening
- Dealing with multiple masters
- Ability to manage up
- Knowledge of State & Federal funding and how it fits into the budget

Candace will put the Board's input into a cohesive format for the Search Team and will meet with the Town Manager to finalize the timeline. The goal is to have a Municipal Services Director on board by the first of the year.

B. Assistant Town Manager's position

The Town Manager said that until the current Assistant Town Manager accepts the position in Dracut, they should only have preliminary conversations on changing the requirements of the current job description which was last updated in 2008. The Board would like to look at opportunities within the departments to reduce the direct reports to the Town Manager. The Town Manager can produce a draft of a reorganization of delegation lines.

The Board talked about the possibilities of the Assistant Town Manager position to oversee the management of facilities which includes communication and connection with the School Administration for use of school facilities. It could also include the custodial aspect, scheduling, cleaning and delivery services of Town facilities, and in addition oversee Veteran's Services, Elder Services and Community Services.

Currently, the Assistant Town Manager position works on the budget, capital improvement projects, collective bargaining and is supportive of the Town Manager so he can perform his job. The tasks are project-based. The reorganization of the Finance Department is an opportunity to exchange some functions. The individual contributor could now become a leader, delegating and making decisions.

The Town Manager said the requirements should include someone who is a good listener, can create efficiencies where needed, and provide leadership. The Town Manager wants to keep Community Development and Planning as a direct link to the Town Manager. The Town Manager will provide his recommendations to the Board.

VI. Adjournment

At 8:14 P.M. on a motion by Selectman Salafia and seconded by Selectman Kowalski, the Board unanimously voted to adjourn.

Respectfully submitted,

Dee DeLorenzo, Recorder

Documents: Focus Group Guidelines and Department Head Hiring Process
Director of Municipal Services Job Description
Assistant Town Manager Job Description